

3 August 1987

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MEMORANDUM FOR: Director of Congressional Affairs

FROM:
Deputy Director for Employment

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SUBJECT: OCA/OP/E, Coordinated Responses
to Congressional Inquiries

1. As you know, the Agency receives a number of congressional inquiries on candidates applying for employment with this Agency. Your office often prepares responses, as does mine, and I think there is now more than ever a need to closely coordinate these responses.

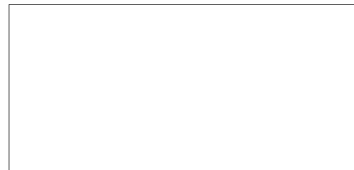
2. of your office, has been very cooperative in this regard. I believe, per her discussion with this office, that we have out-lined some mutually agreeable guidelines which should help to avoid potentially embarrassing situations of providing separate and different answers on the same applicant. has agreed to provide us copies of responses OGC prepares so that our records on the same applicant will be complete should we receive further correspondence. We, in turn, will make information available from our files which may be relevant to the congressional inquiry on a particular applicant. This is important because we may have already responded to the applicant or other inquiries on the same subject.

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3. To facilitate this process, I have identified to be the focal point in Employment for making information available to your office in these matters.

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